



ANNUAL COMMISSION UPDATE COURSE APPLICATION

This application form is one of **multiple** documents required for Annual Commission Update (“ACU”) course approval. Incomplete applications will be returned for completion and may cause delays with processing.

Applications must be submitted at least thirty (30) days prior to the initial proposed course date(s).

Section 1: Provider Information

Course Provider Name:		Contact Person:	
Provider Address:		Provider Telephone:	
City:			
State:		Email:	
Zip:			

Section 2: Provider Type (Select One)

The Course Provider is:

- ☐ A non-profit school owned, controlled, operated, and maintained by a parochial or denominational institution exempt from general property taxation.
- ☐ Offering only educational services for which no money or other consideration is paid.
- ☐ A bona fide trade, business, professional, or fraternal organization offering education that primarily benefits the organization’s membership.
- ☐ An employing real estate broker offering education for the training of my own licensees.
- ☐ A continuing education program that is approved by the Division of Real Estate, which meets the requirements for maintaining or renewing a professional license issued by the Division.

Section 3: Course Information

First Date(s) Course Will Be Offered:		If initial offering is unknown, enter “TBD” for To Be Determined.
Course Frequency:	<input type="checkbox"/> Once	●One-time course approval certification will be for a specific date. ●Recurring course approval certification will expire at the end of the calendar year.
	<input type="checkbox"/> Recurring	
Delivery Method (select all that apply):	<input type="checkbox"/> In-Person	●Synchronous online course requires a completed Live Online Virtual Classroom Checklist . ●On-demand course delivery requires a completed On-Demand Course Approval Checklist . The provider must include learning objectives and assessments for each unit and additional exam questions for the exam bank to contain twice the number of questions presented, as required by the On Demand Checklist.
	<input type="checkbox"/> Synchronous Online	
	<input type="checkbox"/> Asynchronous On-Demand	

Section 4: Additional Required Documents

The Course Provider has enclosed the following required documentation in support of this application:





- ☒ A copy of the instructor(s)' teaching credential and/or resume which includes educational, professional, and teaching qualifications to present this course.
- ☐ A completed Live Online Checklist form if the course is to be delivered live, online.
- ☐ A completed On-Demand Checklist form if the course is to be delivered asynchronously online.

The Commission reserves the right to request additional information to determine the validity of the course submission.

Section 5: Attestation

The ACU course is for informational purposes only and is intended to highlight recent changes and important matters associated with regulations established by the Colorado Division of Real Estate. I understand and agree that:

- ☐ I will be provided with the course materials, examinations, and answer key, which I agree to keep confidential. All rights, title, and interest in and to the course content including, but not limited to, all information, material, instruction, logos & graphics are the sole and exclusive property of the Colorado Division of Real Estate. Any unauthorized copying, distribution, or use of the materials is prohibited.
- ☐ Receipt of course materials is not a guarantee that I will be compliant with applicable real estate laws and/or regulations. It is my obligation to understand and will abide by licensing requirements, Commission rules, and other real estate laws and regulations.
- ☐ The course will be presented without any content added by the course provider and/or instructor.
- ☐ The course curriculum must be presented over a minimum of four (4) hours containing at least fifty (50) instructional minutes per each one (1) hour increment.
- ☐ Licensed brokers must abide by attendance requirements and complete the entire course to receive continuing education credit. I will not waive, excuse completion of, or award partial credit for the full number of course hours required.
- ☐ Each student must achieve a passing exam score of 70%. Only students who have failed will use the second examination provided.
- ☐ I will provide each student who successfully completes the course with a course completion certificate that includes the following:
 1. Name of the course provider
 2. Course title as: 2025 Annual Commission Update Course
 3. Course approval number as issued by the Division
 4. A notation that 4 hours of continuing education hours/credits were completed
 5. Course date(s)
 6. Name of the student, and
 7. Authentication (i.e., signature) by the course provider
- ☐ The course delivery and administration must adhere to the education provider requirements as stated under the title: Chapter 4: Continuing Education Requirement and that this course will contribute directly to the professional competence of attending licensed real estate broker students.
- ☐ I am responsible for complying with the Colorado Real Estate Commission's requirements for this education course, designated class monitors (as applicable), authorized endorers, and instructors, as well as for retaining course materials and attendance records for 4 (four) years after the last date this course is offered and will furnish said records to the Commission upon request.

Signature: _____

Date: _____

Printed Name: _____

